

Company Vehicle Policy

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Approved on behalf of Marisco South Ltd and Marisco Electricals Ltd (the Group) by:



Samuel R Clover

This vehicle policy provides employees with guidance on their legal and contractual duties when they are provided with a company-owned or hired vehicle for use inside and outside their normal working hours.

The Employee's Responsibilities

When a vehicle is provided to an employee the same health and safety rules that apply to our workplaces apply to the use of the vehicle. Notwithstanding, we recognise the provision of a vehicle for many of our workers is a necessity to allow them to do their work; it is nonetheless an expensive item for the Group to provide, operate, and maintain. For those reasons, we require the employee to take all reasonable care to maintain the vehicle's condition, take personal responsibility for ensuring it remains road-worthy before starting every journey, and obey all traffic regulations that apply to the vehicle.

If the employee breaches any of the rules we list below, we reserve the right to withdraw the use of the company vehicle without notice.

If the use of a company vehicle is withdrawn for the failure of the employee to comply with the rules, and they are unable to provide alternative private transport to fulfil their work, it will terminate their employment with this Group with immediate effect.

The rules concerning the use of a company vehicle mandate the employed driver to:

- Obey all traffic laws and the Highway Code.
- Be courteous toward other drivers.
- Monitor fuel, tyre pressure, and fluid levels, and top up where appropriate.
- Report any damage or problems regarding your assigned vehicle immediately to the Procurement Department.

- Report changes regarding their driver's license, such as pending or active suspension, points, and/or fines, immediately to the Procurement Department. This is because changes in their driver's license status can affect our insurance excess and cover.
 - Secure and lock the vehicle at all times. Leaving a van open with the keys in the ignition invalidates all our fire and theft insurance cover. It is a condition of employment that employees indemnify the Group against all costs of recovering, repairing, and replacing a vehicle that has been left unlocked with the keys in the ignition.
 - Bring the vehicle to all scheduled maintenance appointments as requested.
 - Never allow anyone to smoke or vape in your company vehicle. Failure to do so will result in the full cost of an internal valet of the employer's choice to be deducted from your next salary, including the work time lost for such arrangements, plus the cost of a replacement vehicle.
 - Never use a mobile telephone while in the driver's seat with the engine running. A vehicle-installed hands-free kit can be used, but not if it involves distracting you by selecting or entering information into the system.
 - Never allow any unauthorised driver to use a company vehicle unless it is expedient to do so in a dire emergency.
 - Ensure your vehicle is kept in a good, clean condition, and is washed externally at least once a month.
 - Familiarise themselves with the contents of the *information van pack*, which must be kept in the vehicle at all times. This pack includes the Group's motor fleet insurance policy details, an incident form (that explains everything that the employee should do in the event of an accident), and a copy of the Group's waste transfer license (the vehicle may be impounded if the licence cannot be produced on demand).
 - Complete an incident form in the event of each incident and inform the Procurement Department of all such events as soon as it is reasonably safe and practicable to do so.
 - Complete and submit bi-weekly vehicle inspection forms.
 - Drive safely and within local speed limits. For most of our company vehicles, this would mean the following speed limits must be observed:
 - 20mph on all roads signposted as having this maximum speed limit.
 - 30mph in all other built-up areas.
 - 50mph on single carriageways.
 - 60mph on dual carriageways.
 - 70mph on motorways.
 - Take care not to overload the stated maximum loading weights stated on your vehicle's particulars.
 - Take personal responsibility for settling all parking and speeding fines. If the Group receives legal recovery notices for ignored penalties, disciplinary action may be taken.
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Other grounds for temporary or permanent removal of a company vehicle include:

- Being away from the business for more than one working week (including holiday and sickness pre-booked or otherwise).
- Failing to inform the Head Office team or supervisors of absence from work.

If an employee breaks the following rules, it will automatically result in the immediate and permanent removal of the use of a company vehicle:

- An employee has lent your vehicle to an unauthorised third party, whether for personal gain or just as a favour.
- You have driven a company vehicle under the influence of alcohol, medicines which are contra-indicated for driving, or any kind of recreational drugs.
- You refuse to submit to an alcohol or drug test.

What an employed driver should do in the event of an incident

Follow these steps:

- If anyone has been injured in an accident, it is essential to inform the emergency services immediately. Seek advice as to whether the vehicles involved can be moved. The Police will normally require all uninjured drivers and passengers to remain in place until they have taken details and statements concerning the cause of the accident.
- In the event of an accident, do not remain in the stationary vehicle or stand on the carriageway, pavement, or hard shoulder adjacent to the vehicles. This exposes you to the possibility of being struck by other vehicles as they attempt to pass the accident scene. Move well ahead of the stationary vehicles and remain off the carriage way while waiting for the emergency or recovery services to arrive.
- Even if no one has been injured, it may still be necessary to inform the Police when vehicles cannot be moved and represent an unsafe obstruction for other road users.
- Complete the *Vehicle Incident Report* at the scene of the incident. Please take as many photographs of the accident scene, drivers and witnesses, along with the vehicles involved, recording their registration plates and the damage caused. Try to obtain the name, telephone number and address of all witnesses, and the drivers of the other vehicles involved.
- Do not accept responsibility for the accident at the scene under any circumstances, even if it is self-evidently your fault.

- Avoid getting angry or using any aggressive behaviour or language at an accident scene. If the Police attend and a complaint is made against you, your day will only get worse. Accidents happen ... and remaining calm and objective is the only sensible course of action to take to ensure you can hopefully continue your journey to your destination safely.
- On the other hand, road rage is a constant threat. One never knows how far an angry driver or passenger will go as they vent their frustration. If you feel you are in danger of harm, retreat to your vehicle and lock the doors. Make a point of letting the aggressor know you are calling the Police to report their behaviour. If the aggressor persists in threatening you, leave the accident scene if you can. You will need to report your decision to leave the scene immediately to the Police and explain why you felt that was necessary. Having a video of the aggressor's behaviour will help your case.
- Contact the Procurement Department or Head Office staff immediately. The Procurement Department will need to contact our motor fleet insurance provider as soon as possible to advise them of the incident. They will arrange for you to provide a signed written statement. They may also have to organise the removal of our vehicle involved.
- Be prepared. If a person has been injured the Police attending an accident may ask you to take a breathalyser and drugs test. They may also confiscate your mobile telephone as a matter of routine to assess whether you were using it at the time of the accident. The only advice we can give is fully cooperate and always tell the truth.

The Group's responsibilities regarding company vehicles

We will ensure that:

- All vehicles are safe to use, taxed and insured before assigning them to employees.
- Company vehicles undergo scheduled maintenance and repairs.
- Drivers are supplied with fuel cards.

Responsibility for the payment of Road Traffic Fines and Insurance Excesses

- If an incident is deemed the fault of the driver of the company vehicle, the Group reserves the right to recover the cost of the hire company's or insurance underwriter's excess costs we incur in repairing or replacing the vehicle concerned.
- All parking fines and similar charges incurred by the driver must be notified to the Procurement Team as soon as possible. If such penalties are dealt with quickly, they invariably halve the final cost. If the penalty is ignored, and the Group is served with a demand to pay, all legal costs and the charge will be recovered from the driver's next salary. Furthermore, failing to personally settle the penalty notice, or provide the ticket to the Procurement Team at the time of the offence, will incur the first of the *three strikes*.

Personal use of company vehicles

As a general rule, company vehicles are provided for business use only.

Business use of the provided vehicle is defined as any journey during normal working hours, Monday to Friday, including the commuting journey from your normal place of residence to the first site where the driver will begin work for that day, and the return journey home from the last site worked on at the close of the working day.

It would also include:

- The return journeys to work on Saturday and Sunday when employees are undertaking approved overtime.
- Trips to a petrol station outside normal working hours solely to refuel the vehicle in preparation for the journey the next day or to deliver the vehicle to a repair garage.
- Insignificant private use ([S.14.5 HMRC](#)).

All other journeys in the vehicle would be deemed to be for personal use.

Any employee who has made significant private use of their company vehicle will be subject to the HMRC's *Benefit-in-Kind* taxation system.

Most of our company vehicles have geo-trackers that will record all journeys undertaken during the year. In these circumstances, any private use of the vehicle becomes a matter of fact, and the HMRC Benefit-in-Kind charging scheme will apply accordingly for the time the company vehicle was available to the driver who incurred such private use.

Drivers of untracked company vehicles will be subject to a written agreement where the driver undertakes that they will either agree to:

- not make significant private use of the vehicle ([S.14.7 HMRC](#)) during the fiscal year; or
- accept the Benefit-in-Kind for the private use of a company van and fuel charge. By mutual agreement, the driver will be allowed to make limited private use of the van. What is meant by limited will be agreed upon on a case-by-case basis in the employment contract, and it will involve a monthly recovery charge for private use.
- The arrangement can be changed at any stage during the year, provided the accounts team is notified of the change at the time. They will need to prepare the appropriate tax charges to be applied to each driver.

The combined private use and fuel Benefit-in-Kind for a company van remains the same for both the following fiscal years:

- Fiscal year ending 5 April 2024 & 2025: Private use £3,960 Fuel charge: £757
- Basic-rate taxpayer tax charge: Private use £792.00 Fuel charge: £309.80

It is worth noting that the van and fuel Benefit-in-Kind charge is an all-or-nothing event. Once a significant amount of private use of a company vehicle has been established, it will trigger the full tax charge for the entire fiscal year, or for the period any company van was provided to the driver concerned.